



VIRGINIA NATIONAL GUARD
STATEWIDE ARMY AGR VACANCY ANNOUNCEMENT



ANNOUNCEMENT # 06-17 AR

POSITION TITLE: PROP BOOK NCO

GRADE: E-5/SGT

MOS: 92Y20

LOCATION: Staunton, Virginia

UNIT: HHC 116th IBCT

FEMALE ASSIGNMENT ELIGIBILITY: Yes

OPENING DATE: 15 December 2016

CLOSING DATE: 15 January 2017

WHO MAY APPLY: Open to all AGR/Military Technician/Traditional Soldiers in grades **E-4 through E-5** who are members of the Virginia Army National Guard.

REQUIRED QUALIFICATIONS: Must meet all selection criteria IAW NGR 601-1, 600-200, 600-5, 600-60, AR 40-501 and AR 135-18.

BRIEF DESCRIPTION OF DUTIES AND RESPONSIBILITIES: Maintains and posts transactions to the organizational property book and supporting transaction files. Inventory supplies, equipment, and record results. Responsible for and maintain accountability of stationed property assigned to unit. Maintains supply related data, and prepares records and reports required for supply orientation. Perform annual supply inspection in accordance with current directives. Prepare daily, monthly, quarterly, and yearly reports in accordance with the applicable requirements for submission through the Commandant to the United States Property and Fiscal Office. Performs 10% sample inventory of property on subordinate hand receipt levels. Monitors correction action taken by subordinate hand receipt holders.

SPECIAL INFORMATION

- Soldier must be MOSQ within 12 months if not qualified.
Unit Supply Specialist must possess the following qualifications:
 - (1) A physical demands rating of heavy.
 - (2) A physical profile of 222222.
 - (3) Qualifying scores.
 - (a) A minimum score of **95 in aptitude area CL** Armed Services Vocational Aptitude Battery (ASVAB) tests administered prior to 2 January 2002.
 - (b) A minimum score of **92 in aptitude area CL** on ASVAB tests administered on and after 2 January 2002 and prior to 1 July 2004.
 - (c) A minimum score of **90 in aptitude area CL** on ASVAB tests administered on and After 1 July 2004.
- Incomplete applications submitted for this vacancy announcement will not be considered. Applicants are responsible for maintaining current information on their application. Failure to provide current information may result in non-referral for consideration.

APPLICATION PROCEDURES

Interested applicants must submit the following documents:

1. Completed NGB Form 34-1 (**signed and dated**).
2. Copies of last **five consecutive** NCOERs. If you are a new E-5 and have not yet received an NCOER, or an E-4, you must submit a letter of recommendation from your **COMMANDER**.
3. Current certified copy of Enlisted Record Brief (ERB).
4. Most recent Medical Protection System Individual Medical Readiness (IMR) Record accessible through AKO. The IMR must be dated within the last 12 months to be valid.
5. Photo in dress uniform. (**An official DA Photo is NOT required**). Mobilized applicants may take photo in ACU's. Photo may be taken in ACU's if applicant has not been issued ASU's; however, you must provide a memo from your Supply SGT, 1SG or Commander as to why you do not have the required uniform.
6. Documentation to support all periods of duty/service creditable for retirement. Any of the following may be used **DD Form 214, DA Form 1506 or NGB Forms 23/23B**.
7. Any additional information the applicant may wish to submit for consideration (i.e., Letters of Recommendation, awards, etc.)

SECURITY CLEARANCE: Position requires a "SECRET" security clearance. Must be able to obtain as a minimum, an "interim" clearance **prior to appointment** to the position. Soldiers with a prior revoked or denied clearance are not eligible for either an interim or a waiver and should not apply. If tentatively selected for a position and soldier cannot be granted an interim clearance prior to appointment to the position, the offer for the position may be revoked, Non USA citizens are not eligible for a security clearance per DOD 5200.2R.

Submit applications to this HQ, ATTN: JFHQ-HRO, PRN: 210, 5901 Beulah Road, Sandston, Virginia 23150, NLT close of business on the closing date of this announcement. Do not submit application packets in notebooks, folders, document protectors or with any other form of binding. **Scanned or faxed applications will not be accepted.**

POC FOR ADDITIONAL INFORMATION: SFC Shawn Oliver (804) 236-7831, or at shawn.l.oliver.mil@mail.mil or CW4 D' Juana Goodwin at (804) 236-7823, or at djuana.l.goodwin.mil@mail.mil